

TAB

PERSONNEL DIRECTOR MEMORANDUM NO. 92-53

SUBJECT: Preparation of Correspondence to Civil Service Commission and Other Federal Agencies

1. It will be a standing rule of the Personnel Office that correspondence from other Federal agencies, such as Civil Service Commission Departmental Circulars, which require replies, will have highest priority. All Divisions and Staffs having responsibility for the preparation of such replies will undertake the necessary action as soon as feasible, and make every effort to forward the proposed reply well in advance of any deadline which may be established in the communication.
2. As a general rule, proposed replies of this nature which are for the signature of the DD/A should be submitted in sufficient time to permit receipt in the DD/A's office no less than five (5) working days prior to the established deadline.

(initials)
CWC
Act. Pers. Dir.

Dsp. Dir. (Adm.)